

**Amended**  
HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
29TH DIVISION STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6111

POSITION VACANCY ANNOUNCEMENT #16-008 OPENING DATE: 30 October 2015 CLOSING DATE: 30 November 2015

**ONE TIME OCCASIONAL TOUR (OTOT) POSITION VACANCY**

BRANCH OF SERVICE:   X   ARMY NATIONAL GUARD        AIR NATIONAL GUARD

POSITION TITLE: J5/J7 (01A00) HIGHEST GRADE AUTHORIZED: COL/O6

ORGANIZATION AND LOCATION: Joint Directorate of Military Support, 5405 Rue Saint Lo Drive, Reisterstown, Maryland 21136

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO ON-BOARD COL/O6 OR PROMOTABLE LTC/O5 AGR OFFICERS OF THE MARYLAND ARMY NATIONAL GUARD. THIS IS A THREE (3) YEAR ONE TIME OCCASIONAL TOUR (OTOT).

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"><li>1. Must be in a Ready Reserve status.</li><li>2. Must not be under current suspension of favorable personnel actions.</li><li>3. Must not be entitled to receive Federal military retired or retainer pay.</li><li>4. Must be able to complete a 3-year tour prior to completing 18 years of active service. Applicants may request a waiver for this requirement from ARNG-HRH-.</li><li>5. Must be able to complete a 3-year tour before MRD.</li><li>6. Applicants who have voluntarily separated for 2 or more days from the AGR Program are not eligible to re-enter for one year from date of separation.</li><li>7. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program.</li></ol>	<ol style="list-style-type: none"><li>1. Must possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18.</li><li>2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry.</li><li>3. Must not be pregnant per AR 40-501 and AR 600-110. Table AR 135-18, 2-1, 1</li><li>4. Must meet the body composition standards prescribed in AR 600-9.</li><li>5. Must meet the medical fitness standards for retention per AR 40-501, chapter 3; PHA or flight physical must be within 12 months prior to initial entry. Soldiers whose PULHES contains a "3" or "4" must meet the requirements of AR 600-60 prior to accessioning into AGR program.</li><li>6. Must be able to complete the Military Education requirements commensurate with the military grade.</li></ol>	

PARA            LIN            SEQ #            W8A5AA  
150            01            xxxx-xxxxxx            100

Pay Calculator <<http://www.dfas.mil/militarypay.html>>

BAH Calculator <<http://www.defensetravel.dod.mil/perdiem/bah.html>>

**DESCRIPTION OF DUTIES:** MOS: 01A00 Serves as J5/7 Primary Joint Plans and Training Officer for the MDNG Joint Staff. Leads J5/7 section in the development and implementation of MDNG Joint civil response support plans, integrates interagency and command efforts toward the attainment of the TAG's vision, goals, and objectives. Translates and integrates TAG, DJS guidance, State plans into operational MDNG level plans and long-range guidance to support civil response contingencies. Responsible for developing, coordinating and documenting joint training plans, joint training and joint exercises. Manages Joint Professional Military Education Program and assists in reporting and documenting joint training assessments and conducting After Action Reviews of Joint training activities. Serves as the MD Military Department representative on the Maryland Emergency Management Agency's (MEMA) Emergency Support Function Leadership Group (ESFLG). Coordinates planning and training activities with MEMA staff. Mentor, coach and evaluate subordinate J5/7 section personnel.

**QUALIFICATIONS REQUIRED:** MOS: 01A00. AGR applicants must possess an AOC compatible with the duty position IAW Table 2-1f, AR 135-18. Applicant must be qualified for appointment in the position. Applicant must have a working knowledge of automated office procedures. Applicant must be able to complete the Military Educational requirements commensurate with their military grade. Must not have any flagging actions that would prevent them from applying. Must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit.

#### SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
3. Initial Tour AGR soldiers who do not become MOS/AOC qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
4. Except for mobilization or other emergency, member accepted for tour normally will not be subject to reassignment during the first 18 months of initial tour. After 18 months of initial tour, soldier may be reassigned without consent or without geographical limitations to meet the needs of the service.
5. As a condition of employment, service members are required to attend mandatory PEC training courses associated with their FTS positions. Failure to complete course(s) at PEC within the first year of employment may be cause for reassignment to other FT positions or termination from employment.
6. Must sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.
7. Must have or have the ability to obtain and maintain a Secret Security Clearance.
8. **MUST HAVE COMPLETED OR BE CURRENTLY ENROLLED IN SENIOR SERVICE COLLEGE.**
9. **THIS IS A THREE-YEAR ONE TIME OCCASIONAL TOUR (OTOT), WHICH MAY BE EXTENDED UP TO TWO ADDITIONAL YEARS AT TAG DIRECTION.**
10. **CURRENT ON-BOARD AGR MUST VOLUNTARILY RESIGN FROM AGR TO BECOME OTOT.**

#### APPLICATION PROCEDURES / REQUIRED DOCUMENTS

### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

**SUBMIT PACKETS IN THE FOLLOWING ORDER. DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS.**

1. NGB Form 34-1, **DATED 20151111** completed, signed, dated and annotated job number and email contact information.
2. Selected individual must have a current Periodic Health Assessment (**PHA within 12 months**) and HIV Test (**within 24months**). (MEDPROS Report)
3. Certified/updated copy of Enlisted Record Brief (ERB)/Officer Record Brief (ORB).
4. Updated Personnel Qualification Record (PQR).
5. **Five** latest NCOERs/OERs and as available for junior Soldier/NCO applicants. (**Gaps in rating periods MUST be explained by in writing.**)
6. Letter of recommendation / performance evaluation on individuals not requiring an NCOER/OER.
7. Personal photograph in Class A uniform/ASU (E5 and below), DA photo in Class A uniform/ASU (E6 and above, no more than 5 years old). **And or a memorandum from your Unit stating you were not issued a dress uniform.**
8. All Soldiers must have documentation showing they meet current HT/WT Standards IAW AR 600-9; provide Tape Test DA Form 5500 (Males), DA Form 5501 (Females). **Not more than 6 months old.**
9. All Soldiers must have documentation showing they meet current Army Physical Fitness retention standards IAW AR 40-501; provide DA Form 705 showing a current APFT, not more than **6 months old AGR members and 12 months for traditional members.**
10. DA 3349 must be submitted for Soldiers with Permanent Profiles.
11. Unit memo or documentation verifying no Flagging Actions.
12. **INITIAL ENTRY ONLY: (BOTH of the following must be submitted)**
  - a. Retirement Points History Statement (NGB Form 23)
  - b. Provide all DD Form 214s. (**Long version copies 2, 4, 7, or 8**)
13. Forward application and attachments to: **Human Resources Office  
ATTN: NGMD-AG-HRO-AGR  
Fifth Regiment Armory  
29<sup>th</sup> Division Street  
Baltimore, MD 21201-2288**
14. Application screening will be made without regard to race, religion, color, gender, or national origin.
15. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
16. Selection criteria are based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.
17. Eligibility of Guardswomen will be consistent with applicable assignment policies of NGR 600-100 for Officer, NGR 600-101 for Warrant Officers and NGR 600-200 for Enlisted.

**NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.**

**BINDERS/FOLDERS ARE NOT NECESSARY. APPLICATIONS SUBMITTED IN BINDERS/FOLDERS WILL BE REMOVED PRIOR TO BEING FORWARDED TO INTERVIEWING OFFICIALS. BINDERS/FOLDERS WILL NOT BE RETURNED.**